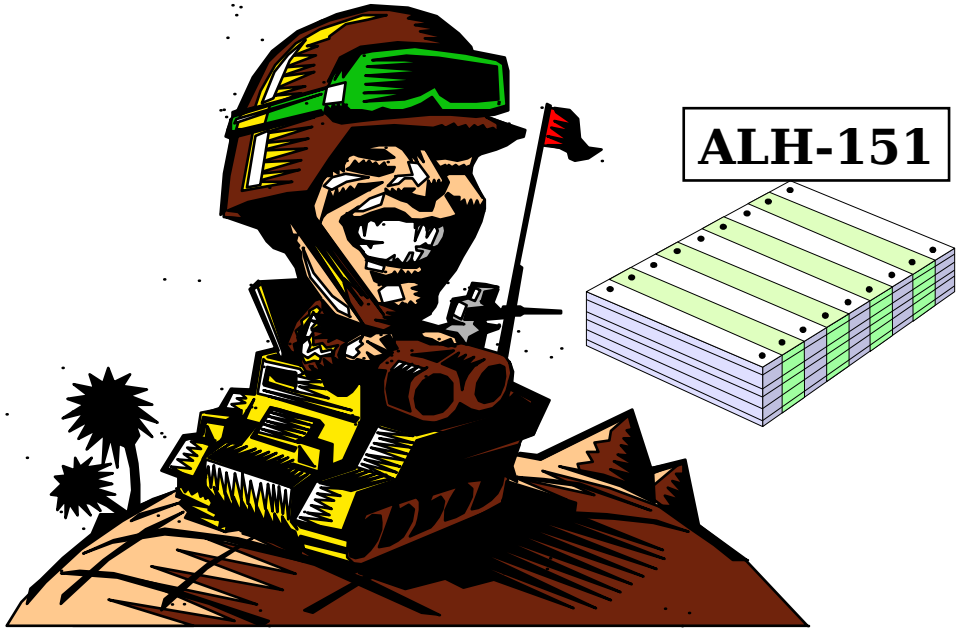
IT IS ALL YOURS.... COMMANDER!

The Property Book



AR 710-2, AR 735-5 and DA Pam 710-2-1

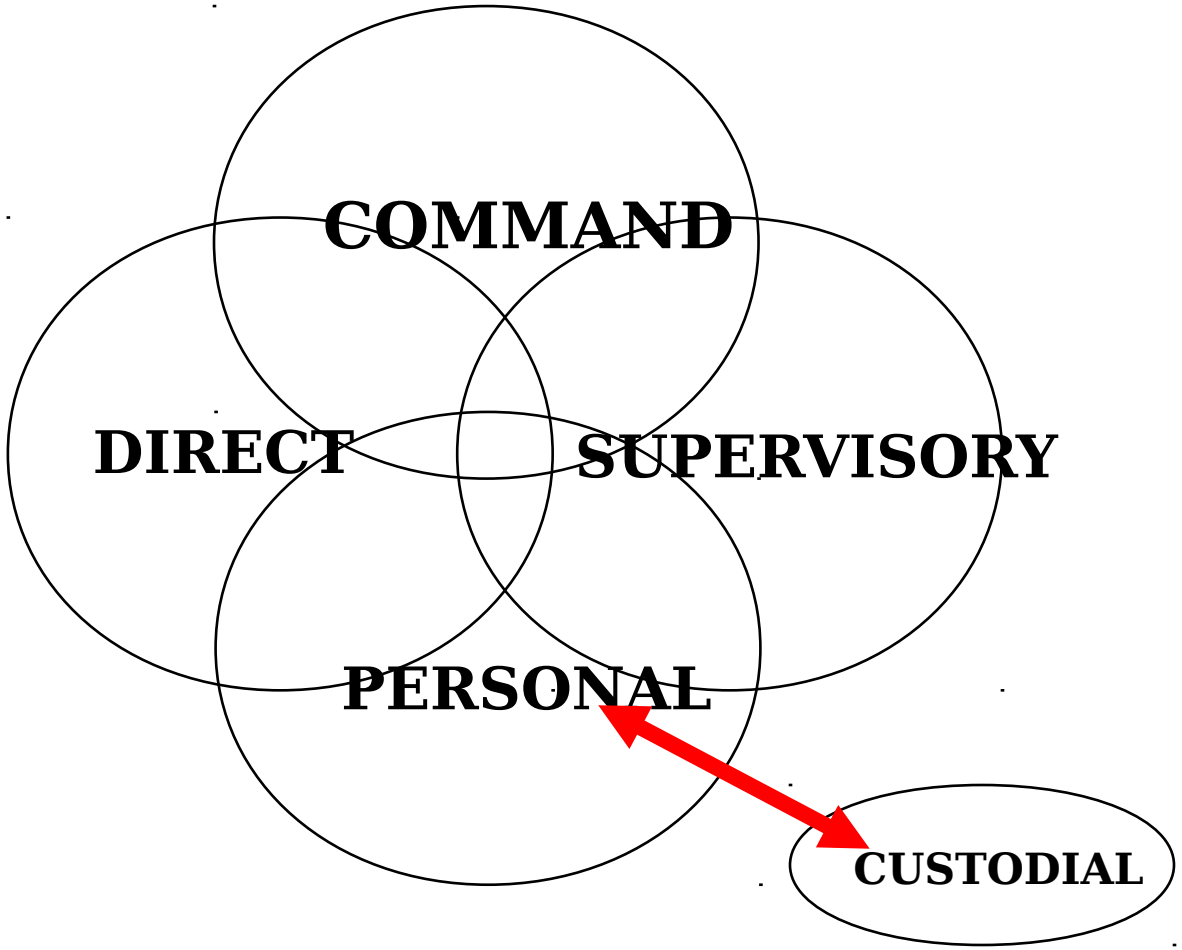
Property Accountability Topics

- Responsibilities
- The Inventory
- Inspect Unit Supply Records
- Property Adjustments
- Wartime Accounting

Definitions

Accountability	**Obligation of a person to *Keep Records* of property, documents or funds.**
Responsibility	**Obligation of an Individual to *Ensure* that property is : properly used, properly car for and safeguarded.**

TYPES OF RESPONSIBILITY



Command Responsibility

- Can’t Delegate.
- Ensure Property is Used Properly.
- Ensure Property is Safeguarded.
- Ensure Your Soldiers Actions Contribute to :
  - Proper Custody
  - Proper Care
  - Proper Use
  - Proper Safekeeping
- Enforce Supply Discipline.
- Develop and Train Supply SOP.
- Take Needed Admin or Disciplinary Actions.

Property Inventory

- **Annual requirement.**
- **Must Be On-Hand or on Order.**
- **Want property returned in EXACT condition issued.**

Inventory

- **Event Driven**
- **Commodity Driven**

Event Driven

- Change of Command
- Deployment
- RIP/TOA
- Change of Sub-Hand Receipt Holder
- Change of User
- Receipt/Turn-in of Property
- Cyclic “10%”
- Command Directed
- Change of Company Armorer

Commodity

- Weapons & Ammunition
- Left Behind Equipment (LBE)
- Stay Behind Equipment (SBE)
- Theater Provided Equipment (TPE)
- Sensitive Items
- Controlled Cryptographic Item (CCI)
- COMSEC
- PLL
- Basic Loads
- Organization Clothing & Individual Equipment
- FMO
- Installation Property (IPBO)

Inventory

- Plan
- Conduct
- Research/Reconciliation

Inventory

Plan : Joint Effort - Between Incoming and Outgoing Cdr.

1. Determine what to inventory.
   - Battalion/Brigade Commander's Guidance.
   - PBO/BN S-4 Guidance.
2. Set the dates.
3. Determine schedule and procedures.
4. Brief Battalion Commander.

Inventory

Plan

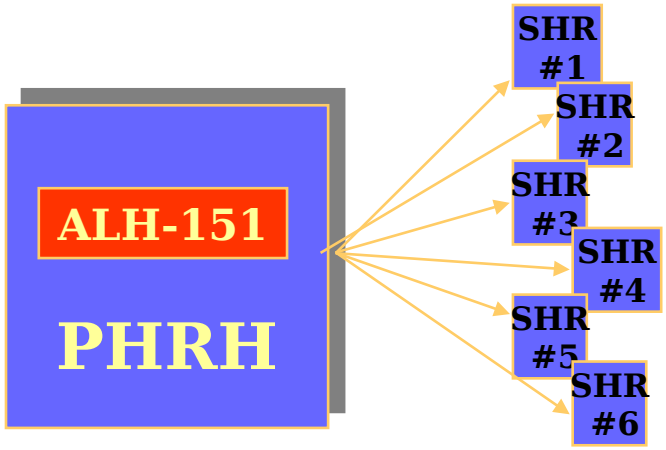
5. Obtain Correct Pubs : TM, SC, HR.
6. Publish/Distribute Letter of Instruction.
   - Inventory Schedule.
   - How and Where to layout.
   - Required forms, pubs, soldiers, etc.
   - Time requirements for adjustments.
   - Actions if standard is not met.
   - Objective.
7. Notify All Hand Receipt Holders.

Inventory

Plan

8. Obtain the following :
   - Property Book Officer:
     - PHR (ALH-151) signed by Outgoing Company Commander (PHRH).
     - Nonexpendable Shortage Annex : Initialed by PBO.
   - S4 to You:
     - Durable Shortage Annex : Initialed by S4. ***
   - Outgoing Commander:
     - Sub-hand Receipts for company.
     - Shortage Annexes: Company, initialed by outgoing CDR.

Inventory



Plan

9. Balance the Primary HR against the Sub HRs.

   - Is all property signed down ?
   - If not, where is it?
   - Are all missing property book items posted in the document file?

Inventory

Plan

10. Balance Nonexpendable and Durable shortage annexes against SHR holder shortage annexes.

- Are they the same?
- If different, how?
- Are all shortages approved?
- Ensure identified shortages on request?
- Does the unit maintain the durable document register?

Inventory

Plan

11. Ensure needed pubs are on hand.

12. Ensure all property on Temporary Hand Receipts have been recalled.

Inventory

Conduct

13. Stick to Schedule.
14. Inventory End Items and All Components.
15. Record the TM, SC, HR, etc. you used to inventory.
16. Verify Serial Numbers.
17. Inspect Equipment.
18. Validate Maintenance Work Orders.
19. Sub-Hand Receipt the Property.

Inventory

Conduct

- Command and strict adherence to instructions.
21. Soldiers are sizing you up.
22. You are sizing up the soldiers.
23. You are telling them how important property accountability is to you --- be ruthless!!

Inventory

Conduct

hould Be With You During the Inventory?

- Supply Sergeant.
- Supply Clerk.
- Sub-hand Receipt Holder.
- User Hand Receipt Holder.
- SME on Equipment.
- Out Going Commander.

Inventory

Conduct

- Miscellaneous.
  - Assumption of Command orders.
  - Signature cards.
  - Equipment density listing to support unit.

Inspect Unit Supply Records

• PRIMARY HAND RECEIPT	ALH-151
• SUB-HAND RECEIPT	ULLS-S4/DA FORM 2062
• USER HAND RECEIPT	ULLS-S4/DA FORM 2062
• SHORTAGE HAND RECEIPT	ULLS-S4/DA FORM 2062
• TEMPORARY HAND RECEIPT	DA FORM 3161
• CHANGE DOCUMENT	DA FORM 3161

Inspect Unit Supply Records

Property Books

- Organization Property Book
  - ➜ MTOE Authorized Property
  - Deployable TDA
  - Left Behind Equipment
  - OCIE
  - Special Tool & Test Equipment
  - Basic Loads
  - Books

- Installation Property Book -- ALL Other Property.

Inspect Unit Supply Records

Property Book Indicator Codes

PBIC	TYPE OF PROPERTY BOOK
1	BASIC LOAD -- SUBSISTENCE
2	OCIE
3	BASIC LOAD -- POL
4	TDA PROPERTY
5	BASIC LOAD -- AMMO
6	LEASED RENTAL EQUIPMENT
7	INSTALLATION RESERVE COMPONENT
8	ORGANIZATIONAL
9	INSTALLATION
0	OTHER

Wartime Supply Policy

- By direction of the Secretary of the Army.
- Applies to units deployed in theater of operations.
- Theater commanders may impose stricter accounting requirements.

Wartime Supply Policy

Not Required :

- Follow-up and request to cancel.
- Supply reconciliation and validations on open request.
- Signature cards & assumption of CMD orders (except ammunition).
- Inspections and inventories.
- No separately documented lateral transfers.

Wartime Supply Policy

- Turn in excess immediately in ***“as is”*** condition.
- Update property books through CBT loss and daily LOGSTAT reports.
- COMSEC accounting/reporting remains.
- OCIE accounting remains in effect.
- Ammo accounting O/H balances.